Monthly Milk Record for Special Milk Program - Summer Camps

Agreement and Unit Number	Name of Camp	Month	Year
General Information	·		

- 1. Convert all milk purchased and milk served information to half (1/2) pints before making entries. (5 gallons=80 half pints, 1 gallon = 16 half pints, ½ gallon = 8 half pints)
- 2. Daily entries should be recorded from milk delivery receipts or grocery receipts and should be maintained in a monthly folder for verifying purposes. Keep records for three years.
- 3. Use the following method to arrive at the number of half pints of milk served children to be claimed for reimbursement.
 - a) Determine the number of half pints purchased.
 - b) Total the number of half pints served to adults, cooks, and all staff members. (If an actual number is not available for adult consumption of milk, estimate 3 half pints per day for each adult, cook and staff member.)
 - c) Total the half pints of fluid milk used for cooking purposes.
 - d) The number of half pints served to children (d) will be a-(b+c).

Make daily entries for the corresponding date

Make daily entries for the corresponding date						
	Number of half pints					
	purchased	served to adults,	used for cooking	served to children		
	(a)	cooks, and staff (b)	(c)	(d)		
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